

# ADMINISTRATIVE OFFICE OF THE TRIAL COURT

## INTERPRETER DAILY SERVICE RECORD

Name: _____	Vendor/Customer Code # _____	Date of Service _____
Address: _____ _____ _____ _____	Vendor Invoice # _____	Language _____
SECTION A: Interpreting Time		
Interpreting Hours: _____		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>
Waiting Hours: _____		
(No Lunch Time)		Total Hours

<b>A.M.</b>	<b>Judge:</b>	<b>Court:</b>
Case Names: _____ _____ _____ _____	Docket # _____ _____ _____ _____	
(Use back for additional Names & Docket #s)		
<b>P.M.</b>	<b>Judge:</b>	
Case Names: _____ _____ _____ _____	Docket # _____ _____ _____ _____	
(Use back for additional Names & Docket #s)		

COMPENSATION		
<b>SECTION A:</b> Certified / Qualified Check one: \$300 Full Day \$200 Half Day  Screened Check one: \$200 Full Day \$125 Half Day  <b>Additional</b> _____  <div style="text-align: right;">Total <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span></div>	<b>SECTION B: Mileage and Travel Time</b>  Total Miles <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> <b>x\$.40=</b> <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>  -50 = <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> Adjusted Mileage  ÷25 = <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> \$40.00 or <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> \$26.00 x = <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> (Circle One)  Tolls/Public Transportation (Attach Receipts)  <div style="text-align: right;">Total <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span></div>	<b>SECTION C: Mileage and Travel Time 2 Courts.</b>  Total Miles <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> <b>x\$.40=</b> <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>  ÷25 = <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> \$40.00 or \$26.00 x = <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span> (Circle One)  Tolls/Public Transportation (Attach Receipts)  <div style="text-align: right;">Total <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span></div>

<b>Total Compensation Due(Section A+B or C)</b>						
---	--	--	--	--	--	--

SERVICE CONFIRMATION	
THE FIRST JUSTICE, CLERK MAGISTRATE, COURT LIAISON OR AUTHORIZED SIGNATORY MUST COMPLETE THE SECTION. I have reviewed and approved the case assignment and attendance information of the above-named interpreter. Please initial attendance confirmation.	
_____ Please Print Name	_____ Signature
_____ Title	_____ Date

VENDOR'S CERTIFICATION	
I CERTIFY THAT THE SERVICES WERE RENDERED AS SET FORTH ABOVE	
_____ Signature	_____ Date

ATTENDANCE CONFIRMATION			
Morning Session		Afternoon Session	
Time In:	Time Out:	Time In:	Time Out: